

ATTACHMENT #7

HUD
REPRESENTATIVE'S
TRIP REPORT
(SAMPLE REPORT)

HUD Representative's
Trip Report (Multifamily)

U.S. Department of Housing
and Urban Development
Office of Multifamily Housing

** SAMPLE REPORT **

Project Name: The 40 Acres Apartments	Project No: 000-32000	Schedule Progress: 79%	Actual Progress: 76.5%	Date of Visit: 03/20/2008
No. of Buildings: 27	No. Dwelling Units: 176	Locality: Austin, TX	Contractor: Bevo Construction Company	

A. Evaluation: Details - Concerning:

- Contractor's organization, operations and supervision, disputes, etc.
- Architect's supervision and services
- Special circumstances, occupancy, delays, claims
- Non-compliance in the work
- Payments to the contract; Labor and EEO Provisions.

Inspections: 13 performed of 28 authorized

Property Address: 2000 Gaudalupe, Austin, TX 78700

Construction Start Date: 09/01/2007 Construction Completion Date: 10/02/2008

Weather Conditions: Sunny and 79 degrees

Purpose of Inspection: Draw Inspection

Critical Phase: Yes ☒ No ☐

Date of Next Inspection: April 4, 2008

Present for Inspection: Veronica Robledo, Superintendent-Bevo Construction, (777) 555-3434
Darrell K Royal Stadium, UT Architects & Engineers, (888) 555-6789
Mr. E. Campbell, Owner's Representative, (222) 555-1010
Tyler Rose, Secret Inspections Unlimited - HUD Representative

1. Contractor's organization, operations and supervision, disputes, etc.:

Builder's organization, operation, construction services, management and supervision appear to be acceptable. Activities on the project site and the status of construction is as follows:

Retention Pond: Several feet of water contained from previous rains (three days earlier). (See photo)

Bldg. 1 - Clubhouse: Building interior and exterior finishes 100% complete (See photo). All punch list items completed. Certificate of Occupancy attached. Permission to Occupy executed and attached. Utility services are complete, connected and operable. Safe and adequate ingress and egress installed. No issues remain other than final landscaping around building.

Bldg. 2: Building interior and exterior finishes 100% complete (See photo). All punch list items completed. Certificate of Occupancy attached. Permission to Occupy executed and attached. Utility services are complete, connected and operable. Safe and adequate ingress and egress installed. No issues remain other than final landscaping around building.

Bldg. 3: Masonry approximately 80% complete. HVAC duct work (including venting) approximately 80% complete. Electrical meter banks installed at wall. Stairways (metal framing and concrete steps) installed. Interior doors stored. Plumbing roughs are complete. Tubs installed at 1st floor (See photo). Electrical roughs including panels and boxes approximately 98% complete. Sealing at fire prevention (updraft caulking) at wire penetrations at 1st and 2nd floors complete (See photo). Water lines installed. Ceiling insulation placements in progress at 1st and 2nd floors. Wall insulation planned for next week. Windows and interior doors stored. Saturated ground conditions continue to exist at building perimeter. No progress in perimeter grading.

Bldg. 4: Masonry in progress (See photo). Prep for electrical meter bank installation in progress. HVAC duct work (including venting) in progress. Stairways (metal framing and concrete steps) installed. Plumbing roughs are complete. Tubs installed at 1st floor. Electrical roughs including panels and boxes approximately 98% complete. Sealing at fire prevention (updraft caulking) at wire penetrations at 1st and 2nd floors complete. Water lines installed. Ceiling insulation placements in progress at 1st and 2nd floors. Wall insulation planned for next week. Windows and interior doors stored. Saturated ground conditions continue to exist at building perimeter. No progress in perimeter grading.

Bldg. 5: Roof shingles installed. Exterior siding placements complete. Prep for electrical me bank installation in progress. Plumbing roughs approximately 50% complete. Updraft penetration at plumbing penetrations not yet sealed. Windows and interior doors stored. Saturated ground conditions continue to exist at building perimeter. No progress in perimeter grading.

Bldg. 6: Roof shingles installed. Exterior siding placements complete. Prep for electrical met bank installation in progress. Plumbing roughs approximately 50% complete (See photo). Windows and interior doors stored. Saturated ground conditions continue to exist at building perimeter. progress in perimeter grading.

Bldg. 7: Roof shingles installed. Exterior siding placements complete. Prep for electrical met bank installation in progress. Plumbing roughs approximately 50% complete. Windows and interi doors stored. Saturated ground conditions continue to exist at building perimeter. No progress perimeter grading.

Bldg. 8: Roof shingles installed. Exterior siding placements complete. Exterior siding placeme approximately 50% complete. Plumbing roughs approximately 50% complete. Windows and interior doors stored. Saturated ground conditions continue to exist at building perimeter. No progress perimeter grading.

Bldg. 9: Roof shingles installed. Plumbing roughs approximately 50% complete. Windows and interior doors stored. Saturated ground conditions continue to exist at building perimeter. No progress in perimeter grading.

Bldg. 10: Roof shingles installed. Plumbing roughs approximately 50% complete. Saturated groun conditions continue to exist at building perimeter. No progress in perimeter grading.

Bldg. 11: Roof shingles installed. Plumbing roughs approximately 50% complete. Saturated groun conditions continue to exist at building perimeter. No progress in perimeter grading.

Bldg. 12: Roof decked. Fascia trim installed. Plumbing roughs approximately 50% complete. Saturated ground conditions continue to exist at building perimeter. No progress in perimeter grading.

Bldg. 13: Dry in of roof in progress (See photo). Plumbing roughs approximately 30% complete. Saturated ground conditions continue to exist at building perimeter. No progress in perimeter grading.

Bldg. 14: Dry in of roof in progress. Plumbing roughs approximately 30% complete. Saturated ground conditions continue to exist at building perimeter. No progress in perimeter grading.

Bldg. 15: Framing complete. Roof truss installations in progress. Plumbing rough approximatel 65% complete. Saturated ground conditions continue to exist at building perimeter. No progress perimeter grading.

Bldg. 16: Roof dry in complete. Exterior siding placements complete. Plumbing rough approximat 65% complete. Saturated ground conditions continue to exist at building perimeter. No progress perimeter grading.

Bldg. 17: Framing complete. Roof truss installations in progress (See photo). Plumbing rough approximately 50% complete. Saturated ground conditions continue to exist at building perimeter. No progress in perimeter grading.

Bldg. 18: Framing complete. Roof truss installations in progress. Plumbing rough approximately 50% complete. Saturated ground conditions continue to exist at building perimeter. No progress perimeter grading.

Bldg. 19: (Maintenance/Laundry Room): Foundation placement in progress. (See photo)

Garages: G20 - Roof shingles installed. G21 - Framing complete. Roof decked and dry in comple (See photo). G25 and G26: Foundations pours planned for 03/12/08.

Storage Buildings: #22 - Roof shingles installed. #24 - Framing complete. Roof decked.

Framing Materials: Stored on site and well protected from the weather. (See photo)

There were approximately 50 workers on site including 12 carpenters, 7 roofers, 8 masons, 6 plumbers, 9 electricians, and general laborers. Equipment on site consisted of a Skytrack lift, fork lifts, and a tractor with box blade.

2. Architect's supervision services:

Architect was present during the inspection. Architect prior visit to the site was on March 14, 2008. Architect is consistently visiting site two or three times per month. Log is current, documents all site visits and includes copies of Field reports, Change Orders, and ASIs. The last Field report, #22, was received and is attached. Field reports # 1-21 were previously provided to HUD. Architect to prepare an ASI for the relocation of the closet and change of the manager office. Architect has recently reviewed the installation of the mechanical boxes at ceilings on the 2nd and 3rd floors. Architect's performance is considered acceptable.

3. Special circumstances, occupancy, delays, claims:

There have been three (3) Change Orders submitted to date. There has been one ASI submitted to date. There were no special circumstances, no occupancy issues or no delays determined during today's visit. There were no injuries on site. No code violations cited since last inspection. Changes to plans or specs since last inspection. No reports of theft or vandalism.

NOTE: A fourth proposed change order (Request for Construction Changes on Project Mortgages (92437), for rain delays, was submitted by Architect and contractor during this visit was not approved by Inspector for the following reasons: (1) Did not include Architect's justification letter of requested rain days and (2) Did not include notification letter to bonding company. Inspector explained procedure for future submittals of required documents to construction Clerk and Project Superintendent at Draw meeting.

Critical Phase Inspection: A follow-up Critical Phase inspection was performed on the Fire Walls. Verified they were now installed in accordance with the plans and specifications and are in compliance with City requirements (See photo).

Change Order Status Summary

Change Order #	Date	Amount (# of Days or \$)	Description	Reviewed By Inspector	Reason	Status Open /Approved
1	10/11/07	\$7,900	Change pool fencing to iron fencing	Yes	Betterment	Approved
2	1/2/08	12 Days	Weather Delay	Yes	Necessity	Open
3	3/9/08	\$7,700	Add attic draft stops per City	Yes	Necessity	Open

Critical Phase Inspections

	Type of Critical Phase	Date Completed
1	Building pad complete, ready for formwork	6/18/07
2	Formwork/Pre-concrete slab pour	7/5/07
3	Pre-sheetrock and insulation	1/23/08
4	Fire walls	1/9/08, 3/20/08
5	Roofing	1/9/08
6	Formwork/pre-pour of concrete site paving and curbs	

Architect's Supplemental Instructions (ASI) and Pending Change Orders

CO/ASI	Description	Date Submitted	Amount of CO
ASI # 1	Relocation of closet and change of manager office	2/7/08	
CO # 4	Weather delay		4 days

Certificate of Occupancy / Permission to Occupy Status

Trip Report #	Date Signed	Certificate of Occupancy	Building Number	Number of Units	Comments
13	03/20/2008	Yes	1	N/A-Club	None
13	03/20/2008	Yes	2	8	None

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4. Non-compliance in the work:

There were two non-compliant items noted on the previous reports. The attic draft stops issue has been resolved via Change Order. The issue concerning the length of the dryer vent, currently 44 feet, has not been resolved and has been carried as a non-compliant item since the inspection performed on February 5, 2008. The Architect has recommended a solution to the Owner with no response to date. One new non-compliant item for this inspection is that the retainage pond is retaining excessive water from previous rains.

5. Payments to the contractor, labor and EEO provisions:

After inspecting the project the Draw was reviewed and approved, with modification, for \$415,000 this requisition. Modification was for a reduction of \$5,180 under Plumbing. Total payment to date is \$2,694,370 and represents 76% of the contract amount which matches actual progress. The quantities of stored materials included in the Draw were confirmed to be on-site and were all properly protected to prevent weather damage or theft. Photos and inventory of stored materials are attached. Several wage interviews attempted. Three wage interviews completed and attached. Several workers refused to be interviewed. The Builder's superintendent was advised of the requirement to perform wage interviews and asked to address this with the workers on site. Labor and EEO Provisions were properly posted and are easily viewable and there were no violations observed

B.	All items must be covered in this report and all adverse findings shall be discussed with Project Architect.							
C.	Trip Included Examination of Project Site.				Dwelling Units in Bldgs. Nos. 1 thru 19 + garages & storage			
D.	Arrived: (date)	03/20/2008	(hour)	9:00am	Departed: (date)	03/20/2008	(hour)	1:00p
Report No.: 13		Name & Signature of HUD Representative			Name & Signature of Contract Manager			
Date:		<i>Tyler Rose</i> Tyler Rose			<i>DC Slim</i> DC Slim			
03/20/2008								

Form HUD-95379 (6/2008)